

20142015 Heber Valley ~~Farmers~~ Market

Rules and Instructions

- ~~1. 1. All merchandise for sale~~Applications must be ~~handmade or hand-finished by the applicant or under the direction~~completed and ~~control of the applicant. Merchandise imported from outside of the United States will not be permitted. Produce received prior to June 01, 2015. Late applications will not be accepted.~~
- ~~2. All vendors must be grown~~check in the United States. ~~"MADE OR GROWN IN THE USA" is the concept of~~with the Market Manager before setting up.
- ~~3. Vendors are encouraged to regularly attend the market! Items made or grown outside of the United States will not be allowed at as this tends to increase the vendors success. The market!~~
ALL PRODUCE GROWERS MUST CONTACT THE UTAH STATE DEPARTMENT OF AGRICULTURE is held rain or shine, money will not refunded.
- ~~4. All vendors must provide proof of liability insurance with Heber City listed as additional insured. Vendors assume full liability for any injury, theft, or damage to either the buyer, the seller, or the public, to their property, arising from or pertaining to the preparation for or participation in the Heber Valley Market. Regardless of whether such injury, theft, or damage occurred prior, during, or after the Heber Valley Market. The vendor agrees to indemnify and hold the Heber Valley Market / Heber City Corporation harmless for and against any claims for such injury, theft, or damage.~~
- ~~5. In the event of an emergency requiring immediate medical attention or police assistance please call 911.~~
- ~~6. Vendors who arrive at the market without an approved application will not be permitted to set up.~~
- ~~7. All prospective vendors must provide product descriptions and sample photos of products you wish to sell or display. Any items of or for display will be subject to final approval by the city council.~~
- ~~8. Vendors may not sell or display any types of items not approved and shown on their application. Market staff has the right to ask vendors to remove products that have not been approved.~~
- ~~9. Market Management has the authority to move or reassign vendor spots to enhance or facilitate market operations.~~
- ~~10. All produce growers, honey and meat vendors, plants and cut flowers vendors must contact the Utah State Department of Agriculture and obtain a Department of Agriculture certificate before selling at Heber Valley Market. They can be reached at (801)538-7124.~~
- ~~11. 2. Farmers~~Heber Valley Market begins June ~~12, 2014~~11, 2015 and will be held every Thursday until August ~~28, 2014~~27, 2015. Market time is from 4:00 p.m. - 9:00 p.m. All food vendors need to arrive by 2:30 pm to set up. Craft vendors need to begin setting up no earlier than 3:00 pm. ~~Most craft~~All other vendors need to be prepared to unload their merchandise and park their vehicles either across Main Street in the Police Station parking lot, or parking in one of the nearby parking lots. ~~Do not~~Vendors who arrive earlier than ~~2:30 pm as this interferes~~these designated times interfere with the Parks Department maintaining the lawns. Because of the growing number of vendors who wish to participate, if you are not in the space issued to you by 3:30 p.m. your space will not ~~be held.~~

12. 3. Booths are inspected weekly by the Wasatch County Fire District, and Wasatch County Health Department. If your booth is not set up by the time they start inspections, you will not be allowed to set up for that week.
13. Vendors are required to stay until the market closes at 9:00 p.m.
14. Vendors must complete all sales by 9:00. Electricity to the booths will be turned off by 9:00 p.m.
15. Individual vendors are required to obtain all permits required by state and local agencies. A copy of these permits must be included with the ~~Farmers Market~~**vendor** application before a space will be issued (Wasatch County Department of Health (435-654-657-3261) for all food items, Utah State Department of Agriculture for produce (801-538-7124).
16. 4. All vendors are required to collect sales tax. The tax rate for retail in Heber City is 6.25%, produce is 3.25-%. And food for immediate consumption is 7.25%. A Special Events Temporary Sales Tax Number will be issued to each vendor along with the permit for a booth from Heber City Corporation. Each vendor is responsible to submit the appropriate sales tax collected to the Utah State Tax Commission. ~~If you are not a retail vendor, you must still submit the form stating "Service only" and "\$0" in the sales amount.~~
5. Fund-raising activities are not permitted.
17. 6. Non Profit booths are to encourage community outreach. Non-profit organizations must provide a copy of their (501)c3 status and are welcome to apply. All nonprofits must provide samples and photos of their booth and items they are displaying and/ or distributing. Any fundraising must not compete with market vendors. Space is limited and vendors will be allowed on first applications received with full payment, first served. A section of the park is specifically designated for nonprofits, fundraising and informational booths.
18. Political booths are not allowed.
19. Vendors and Organizations out of compliance with the general market guidelines will be asked to leave.
20. The cost to be a jewelry, craft, artist or food vendor for the entire season is ~~\$400~~**\$125**.00 for a space without the use of electricity, or ~~\$425~~**\$150**.00 for a space using electricity. If more than one outlet is needed, extra fees may incur. ~~If you choose to pay weekly, the cost is \$20.00 per week without electricity or \$25.00 with electricity. Weekly payments will not be accepted.~~ If a check is returned as "~~NOT PAID~~**NSF**", a \$20.00 fee will be added to the total.
21. 7. The cost for non-profit, fundraising and informational booths is \$150.00 for the season.
22. Food vendors must obtain an "Extended Temporary Food Permit issued from Wasatch County Health Department. **A copy of this certificate must be turned in with the Farmers Market**~~vendor~~ **application.** Vendors who do not submit this with their application will **not** receive a space **until** it is received by Heber City Business License Administrator. It must be received by Heber City Business License Administrator no later than one week before the market begins. Additional fees will be charged by the Wasatch County Health Department along with an application for a "Health Permit". This application can be obtained at 55 South 500 East, Heber City. The contact person is Dwight Hill. He can be reached at (435) 657-3261. An alternate number is (435) 657-3264, ask for Carolyn. All Health Department fees are the responsibility of the individual vendor.
23. 8. Vendors are not permitted to play music in their booths or create any type of disturbance that is audible in an adjacent booth.

24. Glass containers, and drinks in glass bottles will not be allowed.
25. 9. — Produce is excluded from the County Health Department regulations. All produce must be sold in raw, whole, fresh, unprocessed and not prepackaged form. For more information concerning the State of Utah requirements, please contact the Utah State Department of Agriculture at (801) 538-7124. If samples of produce are given, a "sampling permit" issued by the Wasatch County Health Department is required. They can be reached at 435-657-3261.
26. 10. — If a vendor sells food by weight, a certified scale must be issued. (Utah State Weights & Measures)
27. 11. — All Vendors are responsible for providing their own booth, table and supplies with a canopy no larger than 10" x 12". Food trucks /carts that are required to park on the road are exempt from having a canopy. Vendors who require more space must pay for the extra space. (Example: 30 feet wide is 3 spaces, 10 ½ feet wide is two spaces.)
28. Canopies must have 50 lb weighted anchors to hold canopy down and protect from wind damage. Stakes in the grass are not permitted in order to protect the sprinkler system in the park. ~~If a canopy is not available, the vendor must display merchandise on a table no longer than 10 feet in length.~~
29. 12. — Vendors are not allowed to choose their own spaces.
30. All sales must take place from your assigned booth. Roving sales are not permitted. The booth and displays must be confined to the booth space and not encroach on the walkways, or on the sides and rear of the allotted space.
31. 13. — Solicitation or distribution of any marketing or advertising material is prohibited outside of the vendors designated booth by the vendor or non-participating entities. This includes but is not limited to: flyers, handbills, stickers, and promotional items of any kind. Please notify the Market Management if you see any activity related to solicitation.
32. Vendors are responsible ~~to~~ for their own garbage. Vendors must keep the area around their booth safe and clean, garbage picked up, etc. Vendors **are** required to take their own garbage to the large dumpster, and not fill up the public garbage cans. If garbage is left in your space, a warning will be given for or you use the public trash receptacles, a \$100.00 fine may be issued on the first offense. A second offense will result in the vendor not being allowed to set up the following week.
33. 14. — VEHICLES MUST STAY OFF THE GRASS.
34. 15. — Pets are not allowed in the park, (This means dogs, cats, birds, snakes, and other animals).
35. 16. — Extension cords must be maintained in good condition without splices, deterioration, or damage and have a "UL Listing". Vendors are responsible to provide their own extension cords.
17. — ~~Political Booths are not permitted.~~
18. — ~~The Market Manager reserves the right to deny a vendor if there is too much duplication of a service or product.~~
36. 19. — If the vendor wishes to use a generator, permission from the market management must be granted.
37. The Heber Valley Market does not provide exclusivity for any vendor.

38. Smoking is prohibited. Heber City follows the "Utah State Clean Air Act", which prohibits smoking in public places. This includes electronic cigarettes.

39. 20. ~~Alcohol is not permitted at the Heber Valley Market.~~

40. Heber City Corporation shall be indemnified from any accident or incident which may occur during ~~Farmers~~Heber Valley Market.

41. 21. ~~Applications received the day of market will not be allowed to set up the same day.~~

I look forward to working with you on this fun event. ~~If you have questions or suggestions, feel free to call me at (435) 654-4830.~~

HEBER CITY CORPORATION

Suzanne Hansen

Heber City Business License Administrator / Market Coordinator: CBLO